NOTICE OF RENEWAL OF CONTRACT

TO: RECOVERY PROGRAM SOLUTIONS OF VIRGINIA
   8470 YELLOW LEAF CT. SPRINGFIELD VIRGINIA 22153

DATE ISSUED: JULY 17, 2013
CONTRACT NO: 631-13
CONTRACT TITLE: PEER RUN RECOVERY CENTER

THIS IS A NOTICE OF RENEWAL OF CONTRACT AND NOT AN ORDER. NO WORK IS AUTHORIZED UNTIL THE VENDOR RECEIVES A VALID COUNTY PURCHASE ORDER ENCUMBERING CONTRACT FUNDS.

This is your notice that the above referenced contract has been renewed. The contract term covered by this Notice of Renewal is effective IMMEDIATELY and expires on JUNE 30, 2016.

The contract documents consist of Fairfax County Contract 4400002441 and any amendments thereto and this Notice of Award.

If the County of Fairfax, Virginia Contract No. 4400002441 is not renewed, this agreement shall automatically expire on the date of Fairfax County No. 4400002441 expiration date.

CONTRACT PRICING:
REFER TO AGREEMENT NO. 631-13

ATTACHMENTS:
Rider agreement No. 631-13 and Amendment No. 1
Fairfax County Amendment No. 3

EMPLOYEES NOT TO BENEFIT:
NO COUNTY EMPLOYEE SHALL RECEIVE ANY SHARE OR BENEFIT OF THIS CONTRACT NOT AVAILABLE TO THE GENERAL PUBLIC.

VENDOR CONTACT: LISA GOODWIN
VENDOR PAYMENT TERMS: NET 30 DAYS
EMAIL ADDRESS: LGOODWIN@RECOVERYPROGRAMS.US
COUNTY CONTACT: LIZABETH SCHUCH

TELEPHONE NO.: 703-939-4694
TELEPHONE NO.: 703-228-5238

CONTRACT AUTHORIZATION DISTRIBUTION

Ivette Gonzalez CPPD
Procurement Officer
7/17/13  1 VENDOR:
RIDER AGREEMENT NO. 631-13
AMENDMENT NO. 1

THIS Amendment Number 1 ("Amendment") is made on the date of execution of the Amendment by the County and amends Agreement Number 631-13 dated January 2, 2013 ("Main Agreement") and made between Recovery Program Solutions of Virginia, 8470 Yellow Leaf Ct., Springfield VA 22153 ("Contractor"), a Virginia Corporation authorized to transact business in the Commonwealth of Virginia, and the County Board of Arlington County, Virginia ("County")

Whereas the County and the Contractor desire to amend the Contract Term under the Main Agreement, the Contractor and the County, in consideration of the promises and other good and valuable consideration specified in this Amendment, amend the Main Agreement as follows:

PARAGRAPH NO. 2, CONTRACT TERM SHALL BE DELETED IN ITS ENTIRETY AND REPLACED WITH THE FOLLOWING:

2. CONTRACT TERM
The Contractor's provision of goods for the County ("Work") shall commence upon execution of the Agreement by the County or JULY 1, 2013, whichever is later and shall be completed no later than JUNE 30, 2014 ("Second Contract Term"), subject to any modifications as provided for in the Contract Documents. Upon satisfactory performance by the Contractor and with the concurrence of the Contractor, and only if Fairfax County No. 4400002441 is renewed the County may authorize continued operations of the Contractor under the same contract unit prices for not more than two (2) additional twelve (12) month period from JULY 1, 2014 to JUNE 30, 2016 ("Subsequent Contract Term").

PARAGRAPH NO. 4, CONTRACT AMOUNT SHALL BE DELETED IN ITS ENTIRETY AND REPLACED WITH THE FOLLOWING:

4. CONTRACT AMOUNT
The County will pay the Contractor in accordance with the terms of the Payment paragraph and Exhibit B for the Contractor's completion of the accepted Work described and required in the Contract Documents. The Contractor agrees that it shall complete the Project for the total Contract Amount specified in this section unless such amount is modified as provided in this Agreement. The Contract Amount includes all of the Contractor's expenses, overhead and fees (profit). Total compensation to the Contractor for the services performed shall not exceed One Hundred and Fifty-two Thousand Six Hundred and Eighty Dollars ($152,680). Any future increases shall be consistent with or not exceed the percentage increases in the Fairfax County, Virginia contract. This fixed fee includes all overhead and profit, all expenses, including travel and all internal expenses of the firm and the equipment, tools, software and supplies required to perform the work. No additional compensation will be paid for work done within the Scope of Work of the Contract.

REPLACE EXHIBIT B - SCOPE OF WORK - WITH THE ATTACHED REVISED EXHIBIT DOCUMENT.

REPLACE EXHIBIT C - BUDGET PAGE - WITH THE ATTACHED REVISED EXHIBIT DOCUMENT.
All other terms and conditions of the Main Agreement, as amended (if applicable) shall remain in full force and effect.

WITNESS these signatures:

THE COUNTY BOARD OF ARLINGTON COUNTY, VIRGINIA

AUTHORIZED SIGNATURE: 

NAME: RICHARD D. WARREN, JR.
TITLE: PURCHASING AGENT
DATE: 7/17/13

RECOVERY PROGRAM SOLUTIONS OF VIRGINIA

AUTHORIZED SIGNATURE: Lisa Goodwin

NAME AND TITLE: Lisa Goodwin/President
DATE: 7/17/2013
EXHIBIT B

ARLINGTON COUNTY SPECIFICATIONS AND
SCOPE OF WORK

GENERAL DESCRIPTION OF SERVICES FOR ARLINGTON COUNTY

The Contractor shall develop, sustain and strengthen a Recovery Community Support Program at a location within Arlington County that will successfully integrate individuals into the Arlington community and fulfills the County’s requirements and expectations. The Recovery Center will serve as a complement to traditional mental health and substance abuse programs, helping to create an individualized program that gives each person the best chance of success with the correct mix of intervention models. This new Recovery Center will be a focal point from which individuals can build on their strengths and assets to grow in their recovery. Recovery Center staff will honor the dignity and worth of each person and seek to build up their self-esteem, confidence and emotional strength. Mutual support and respect is at the heart of our work, and we promote a self-directed recovery journey.

CONTRACTORS RESPONSIBILITIES

The Contractor shall:

- Operate the Recovery Center, 4 days per week, and 5 hours per day at a location determined by the Behavioral Healthcare Division, Arlington County Community Services Board.
- Conduct promotion and community outreach
- Create marketing tools
- Hire appropriate staff, including employees, interns and volunteers
- Ensure HR, Accounting, payroll and policies and procedures are in place for the new project
- Establish and cultivate partnerships
- Train staff
- Track necessary information for reporting purposes
- Conduct ongoing membership surveys and refine program services and policies as needed based on feedback
- Meet with Behavioral Healthcare, Community Services Board Project Officer as needed, but at least quarterly
- Develop and maintain a collaborative, partnership with Arlington County Department of Human Services and the project officer.
THE PROGRAM SHALL CONSIST AS FOLLOWS:

- Provide daily lunch
- Implement computer training and resource room
- Facilitate peer support and Dual Recovery Anonymous (DRA) groups
- Provide Wellness Recovery Action Plan (WRAP) Groups
- Initiate Crisis Support
- Conduct One-on-One Peer Counseling
- Provide a safe environment for clients.
- Conduct recreational activities and events

DATA AND REPORTING REQUIREMENTS

The Contractor shall submit the following contract performance data on a monthly basis, not later than 15 days following each month.

Program Statistical Report

- Number of days operating
- Number of unique individuals served
- Number of duplicate individuals receiving Emotional Supports (Peer Mentoring, Peer-led Groups)
- Number of duplicate individuals receiving Informational Supports (Knowledge and information, i.e. computer training)
- Number of duplicate individuals receiving Instrumental Supports (Basic needs met and other resources provided)
- Number of duplicate individuals receiving Affiliational Supports (Being part of our community, learning social skills)

Program Narrative Report

- The contractor shall submit a quarterly narrative report highlighting any Program, Staffing and Administrative changes to the Project Officer.

Program Satisfaction Survey

- The contractor shall submit a Quality of Life survey by December 31 and May 31
- The contractor shall submit a Staff survey by December 31 and May 31

Budget Report

- The contractor will submit monthly budget reports or reports more often if requested by the CSB on the fifteenth of each month. The allocations in the budget are subject to the approval of the County Project Officer.
CONTRACT AMOUNT PAYMENTS

The Contract Amount is paid, in advance, on a pro-rata quarterly basis (covering July 1 - September 30, October 1 - December 31, January 1 - March 31, and April 1 - June 30). Payment is made by the County to the Contractor by July 15, October 15, January 15, and April 15, as applicable. Any sums not expended or not due or owing as a result of a termination or expiration of this Agreement or of the Fairfax County, Virginia contract shall be returned (refunded) to the County within fifteen (15) days after the date of any termination or expiration, as applicable. Reconciliation for the previous quarter is required to be completed before the invoice for the next quarter is approved (Sept 30, Dec 31, March 30, and June 30). Any sums paid by the County which are not supported by a corresponding expenditure documented by the Contractor and approved in advance by the County Project Officer ("reconciliation") shall be promptly reimbursed by the Contractor to the County within fifteen (15) days of a request for reimbursement by the County.

Additional Terms for the Initial Contract Term:

The payment schedule is as follows:

- Upon execution of this Agreement: $152,680
- July 15, 2013: $38,170
- October 15, 2013: $38,170
- January 15, 2014: $38,170
- April 15, 2014: $38,170

Any sums not expended or not due or owing as a result of a termination or expiration of this Agreement or of the Fairfax County, Virginia contract shall be returned (refunded) to the County within fifteen (15) days after the date of this Agreement's termination or expiration, as applicable.

Reconciliation is required to be completed June 30, 2014. Any sums paid by the County which are not supported by a corresponding expenditure documented by the Contractor and/or approved in advance by the County Project Officer ("reconciliation") shall be promptly reimbursed by the Contractor to the County by July 15, 2014.
EXHIBIT C
BUDGET

Ordinary Income/Expense

Income

44500 · Government Grants
44530 · Local Government Grants
44532 · Grant-Arlington
Total 44530 · Local Government Grants

Total 44500 · Government Grants

Total Income

Expense

60900 · Business Expenses
60920 · Business Registration Fees
Total 60900 · Business Expenses

62100 · Contract Services
62110 · Accounting Fees
62150 · Outside Contract Services
Total 62100 · Contract Services

62800 · Facilities and Equipment
62810 · IT Equipment
62840 · Equip Expense
62850 · Rent
62890 · Utilities
Total 62800 · Facilities and Equipment

65000 · Operations
65085 · Supplies for Program Meals
65010 · Staff Background Checks
65020 · Postage, Mailing Service
65340 · Office Supplies
65050 · Telephone,

631-13
AMENDMENT NO. 1
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RIDER AGREEMENT NO. 631-13

THIS AGREEMENT (hereinafter "Agreement") is made, on the date of its execution by the County, between Recovery Program Solutions of Virginia, 8470 Yellow Leaf Ct., Springfield VA 22153 ("Contractor"), a Virginia Corporation authorized to transact business in the Commonwealth of Virginia, and the County Board of Arlington County, Virginia ("County"). The County and the Contractor, for the consideration and quantity(ies) specified herein or specified in a County Purchase Order referencing this Agreement, agree as follows:

1. CONTRACT DOCUMENTS
The Contract Documents consist of this Agreement, Fairfax County, Virginia Contract No. 440002441/Solicitation No. 12-229792-32 (hereafter Fairfax County, Virginia contract) and Exhibit A (County of Fairfax, Virginia Contract No. 4400002441), Exhibit B (Arlington County Scope of Work) Exhibit C (Exemplar Budget Form) and Exhibit D (Business Associate Agreement), together with any exhibits and amendments issued or applicable thereto (collectively, "Contract Documents" or "Contract").

This Agreement rides a contract awarded to the Contractor by County of Fairfax, Virginia, and extended by the Contractor to the County on the same terms and conditions as the Contractor’s agreement with County of Fairfax, Virginia, and substituting the phrase “Arlington County”, as appropriate, for the phrases “County of Fairfax, Virginia”, “County of Fairfax, Virginia”, and “Fairfax County Office of Procurement” dba “cities of Fairfax and Falls Church” wherever those phrases appear in the Contract Documents. The phrase “County of Fairfax, Virginia” and/or “County” is substituted with “County Board of Arlington County” wherever this phrase appears in the Contract Documents.

Where the terms of this Agreement vary from the terms and conditions of the other Contract Documents, the terms and conditions of this Agreement shall prevail. All other variations are interpreted to permit the fulfillment the purposes of the work hereunder and/or the use of the Fairfax County, Virginia contract by other public bodies.

The Contract Documents set forth the entire agreement between the County and the Contractor. The County and the Contractor agree that no representative or agent of either of them has made any representation or promise with respect to the parties’ agreement which is not contained in the Contract Documents.

2. CONTRACT TERM
The Contractor’s provision of goods for the County ("Work") shall commence upon execution of the Agreement by the County or JANUARY 8, 2013, whichever is later and shall be completed no later than JUNE 30, 2013 ("Initial Contract Term"), subject to any modifications as provided for in the Contract Documents. Upon satisfactory performance by the Contractor and with the concurrence of the Contractor, and only if Fairfax County No. 12-229792-32 is renewed the County may authorize continued operations of the Contractor under the same contract unit prices for not more than three (3) additional twelve (12) month period from JULY 1, 2013 to JUNE 30, 2016 ("Subsequent Contract Term").

However, if County of Fairfax, Virginia Contract No. 4400002441 is not renewed, this Agreement shall automatically expire on the date of Fairfax County No. 4440002441 expiration date.

3. CONTRACT PRICING
The County will pay the Contractor in accordance with the terms of the Payment paragraph below, at the unit prices set forth in Exhibit C for Work provided by the Contractor, as described and required in the Contract Documents, and accepted by the County. Exhibit C is provided as a model only and changes in allocations set forth in Exhibit C are permitted, so long as discussed and approved by the County Project Officer and such changes in allocations will not affect the Scope of Work set forth in Exhibit B and Fairfax County Contract no. 4440002441.
4. CONTRACT AMOUNT
The County will pay the Contractor in accordance with the terms of the Payment paragraph and Exhibit B for the Contractor’s completion of the accepted Work described and required in the Contract Documents. The Contractor agrees that it shall complete the Project for the total Contract Amount specified in this section unless such amount is modified as provided in this Agreement. The Contract Amount includes all of the Contractor’s expenses, overhead and fees (profit). Total compensation to the Contractor for the services performed shall not exceed Seventy-one Thousand Nine Hundred and Seventy-Seven Dollars ($71,977) for the Initial Contract Term (through June 30, 2013) and One Hundred and Forty-three Thousand Nine Hundred and Fifty-Five Dollars ($143,955) for the first successive term, if any. Any future increases thereafter shall be consistent with or not exceed the percentage increases in the Fairfax County, Virginia contract. This fixed fee includes all overhead and profit, all expenses, including travel and all internal expenses of the firm and the equipment, tools, software and supplies required to perform the work. No additional compensation will be paid for work done within the Scope of Work of the Contract.

5. PAYMENT
Payment will be made by the County to the Contractor within thirty (30) days after receipt by the County Project Officer of an invoice detailing the Work provided by the Contractor, and accepted by the County. The Project Officer will either approve the invoice or require corrections. The number of the County Purchase Order pursuant to which authority goods have been performed or delivered shall appear on all invoices.

6. SCOPE OF WORK
The Contractor agrees to perform the goods described in the Contract Documents (hereinafter “the Work”). The primary purpose of the Work is to provide a Recovering Support Program that successfully integrates individuals into Arlington Community.

The Contract Documents set forth the minimum Work estimated by the County and the Contractor to be necessary to complete the Work. It shall be the Contractor’s responsibility, at the Contractor’s sole cost, to provide the specific Work set forth in the Contract Documents sufficient to fulfill the purposes of the Work. Nothing in the Contract Documents shall be construed to limit the Contractor’s responsibility to manage the details and execution of the Work.

7. PROJECT OFFICER
The performance of the Contractor is subject to the review and approval of the County Project Officer (“Project Officer”) who shall be appointed by the Director of the Arlington County Department of Human Services pursuant to this Contract. However, it shall be the responsibility of the Contractor to manage the details of the execution and performance of its Work pursuant to the Contract Documents.

8. COUNTY PURCHASE ORDER REQUIREMENT
County purchases are authorized only if a County Purchase Order is issued in advance of the transaction. A Purchase Order must indicate that the ordering agency has sufficient funds available to pay for the purchase. Such a Purchase Order is to be provided to the Contractor by the ordering agency. The County will not be liable for payment for any purchases made by its employees without appropriate purchase authorization issued by the County Purchasing Agent. If the Contractor provides goods without a signed County Purchase Order, it does so at its own risk and expense.

9. NON-APPROPRIATION
All funds for payments by the County to the Contractor pursuant to this Contract are subject to the availability of an annual appropriation for this purpose by the County Board of Arlington County, Virginia. In the event of non-appropriation of funds by the County Board of Arlington County, Virginia for the goods provided under this Contract or substitutes for such goods which are as advanced or more advanced in their technology, the County will terminate the Contract, without termination charge or other liability to the County, on the last day of the then current fiscal year or when the appropriation made for the then current year for the services covered by this Contract is spent, whichever event occurs first. If funds are not appropriated at any time for the continuation of this Contract, cancellation will be accepted by the Contractor on thirty (30) days prior written notice, but failure to give such notice shall be of no effect and the County shall not be obligated under this Contract beyond the date of termination specified in the County’s written notice.
10. PAYMENT OF SUBCONTRACTORS
The use of subcontractors is not permitted under this Agreement without the express written consent of the County Project Officer. If subcontractors are later authorized, the Contractor is obligated to take one of the two following actions within seven (7) days after receipt of amounts paid to the Contractor by the County for work performed by any subcontractor under this Contract:

a. Pay the subcontractor for the proportionate share of the total payment received from the County attributable to the work performed by the subcontractor under this Contract; or

b. Notify the County and the subcontractor, in writing, of the Contractor’s intention to withhold all or a part of the subcontractor’s payment with the reason for nonpayment.

The Contractor is obligated to pay interest to the subcontractor on all amounts owed by the Contractor to the subcontractor that remain unpaid after seven (7) days following receipt by the Contractor of payment from the County for work performed by the subcontractor under this Contract, except for amounts withheld as allowed in subsection b., above. Unless otherwise provided under the terms of this Contract, interest shall accrue at the rate of one percent (1%) per month.

The Contractor shall include in each of its subcontracts, if any are permitted, a provision requiring each subcontractor to include or otherwise be subject to the same payment and interest requirements with respect to each lower-tier subcontractor.

The Contractor’s obligation to pay an interest charge to a subcontractor pursuant to this section may not be construed to be an obligation of the County. A Contract modification may not be made for the purpose of providing reimbursement for such interest charge. A cost reimbursement claim may not include any amount for reimbursement for such interest charge.

11. INDEMNIFICATION
The Contractor covenants for itself, its employees, and subcontractors to save, defend, hold harmless and indemnify the County, and all of its elected and appointed officials, officers, current and former employees, agents, departments, agencies, boards, and commissions (collectively the “County” for purposes of this section) from and against any and all claims made by third parties or by the County for any and all losses, damages, injuries, fines, penalties, costs (including court costs and attorney’s fees), charges, liability, demands or exposure, however caused, resulting from, arising out of, or in any way connected with the Contractor’s acts or omissions, including the acts or omissions of its employees and/or subcontractors, in performance or nonperformance of the work called for by the Contract Documents. This duty to save, defend, hold harmless and indemnify shall survive the termination of this Contract. If, after notice by the County, the Contractor fails or refuses to fulfill its obligations contained in this section, the Contractor shall be liable for and reimburse the County for any and all expenses, including, but not limited to, reasonable attorneys’ fees incurred and any settlements or payments made. The Contractor shall pay such expenses upon demand by the County, and failure to do so may result in such amounts being withheld from any amounts due to Contractor under this Contract.

12. RELATION TO COUNTY
The Contractor is an independent contractor and neither the Contractor nor its employees or subcontractors will, under any circumstances, be considered employees, servants or agents of the County. The County will not be legally responsible for any negligence or other wrongdoing by the Contractor, its employees, servants or agents. The County will not withhold payments to the Contractor for any federal or state unemployment taxes, federal or state income taxes, Social Security tax, or any other amounts for benefits to the Contractor. Furthermore, the County will not provide to the Contractor any insurance coverage or other benefits, including workers’ compensation, normally provided by the County for its employees.
13. DISPUTE RESOLUTION
All disputes arising under this Contract, or its interpretation, whether involving law or fact, or extra work, or extra compensation or time, and all claims for breach of contract shall be submitted to the Project Officer for decision at the time of the occurrence or beginning of the work upon which the claim is based, whichever occurs first. Any such claim shall state the facts surrounding it in sufficient detail to identify it, together with its character and scope. In accordance with the Arlington County Purchasing Resolution, claims denied by the Project Officer may be submitted to the County Manager in writing no later than sixty (60) days after final payment. The time limit for final written decision by the County Manager in the event of a contractual dispute, as that term is defined in the Arlington County Purchasing Resolution, is thirty (30) days. Procedures for considering contractual claims, disputes, administrative appeals, and protests are contained in the Arlington County Purchasing Resolution, which is incorporated herein by this reference. A copy of the Arlington County Purchasing Resolution is available upon request from the Office of the Purchasing Agent. The Contractor shall not cause a delay in the Work pending any decision of the Project Officer, County Manager, County Board, or a court of law.

14. APPLICABLE LAW, FORUM, VENUE AND JURISDICTION
This Contract and the work performed hereunder shall be governed in all respects by the laws of the Commonwealth of Virginia, and the jurisdiction, forum, and venue for any litigation with respect thereto shall be in the Circuit Court for Arlington County, Virginia, and in no other court. In performing its Work pursuant to this Contract, the Contractor shall comply with applicable federal, state, and local laws, ordinances and regulations.

15. FORCE MAJEURE
The Contractor shall not be held responsible for failure to perform the duties and responsibilities imposed by this Contract if such failure is due to fires, riots, rebellions, natural disasters, wars, acts of terrorism, or an act of God beyond control of the Contractor, and outside and beyond the scope of the Contractor’s then current, by industry standards, disaster plan, that make performance impossible or illegal, unless otherwise specified in the Contract.

The County shall not be held responsible for failure to perform its duties and responsibilities imposed by the Contract if such failure is due to fires, riots, rebellions, natural disasters, wars, acts of terrorism, or an act of God beyond control of the County that make performance impossible or illegal, unless otherwise specified in the Contract.

16. NOTICES
Unless otherwise provided herein, all notices and other communications required by this Contract shall be deemed to have been given when made in writing and either (a) delivered in person, (b) delivered by an agent, such as an overnight or similar delivery service, or (c) deposited in the United States mail, postage prepaid, certified or registered, addressed as follows:
TO THE CONTRACTOR:

Lisa Goodwin
Recovery Program Solutions of Virginia
8470 Yellow Leaf Ct.
Springfield, VA 22153

TO THE COUNTY:

Lizabeth D. Schuch, Project Officer
Arlington County, Virginia
1725 N. George Mason, Dr.
Arlington VA 22205

AND

Richard D. Warren, Jr., Purchasing Agent
Arlington County, Virginia
2100 Clarendon Boulevard, Suite 500
Arlington, Virginia 22201

17. ARLINGTON COUNTY BUSINESS LICENSES
The Contractor must comply with the provisions of Chapter 11 ("Licenses") of the Arlington County Code, if applicable. For information on the provisions of that Chapter and its applicability to this Contract, the Contractor must contact the Arlington County Business License Division, Office of the Commissioner of the Revenue, 2100 Clarendon Blvd., Suite 200, Arlington, Virginia, 22201, telephone number (703) 228-3060.

18. AMENDMENTS
This Agreement shall not be modified except by written amendment executed by persons duly authorized to bind the Contractor and the County.

19. INSURANCE
All insurance set forth in the Fairfax County, Virginia Contract shall remain in full force and effect throughout the entire term of this Agreement. The County of Arlington, Virginia and its Board members, officials and employees shall be named as an additional insured on all policies.

20. ADDITIONAL NOTICE REQUIREMENT
Any notices, renewals or termination letters received related to the Fairfax County, Virginia Contract shall be forwarded to the County Project Officer within five (5) working days of its receipt.

21. ARLINGTON COUNTY PURCHASING RESOLUTION AND COUNTY POLICIES
Notwithstanding any provision to the contrary herein, no provision of the Arlington County Purchasing Resolution or any applicable County policy is waived in whole or in part.
WITNESS these signatures:

THE COUNTY BOARD OF ARLINGTON COUNTY, VIRGINIA

AUTHORIZED SIGNATURE: [Signature]
NAME: RICHARD D. WARREN, JR.
TITLE: PURCHASING AGENT
DATE: 1/2/13

RECOVERY PROGRAM SOLUTIONS OF VIRGINIA

AUTHORIZED SIGNATURE: [Signature]
NAME AND TITLE: Lisa Goodman
DATE: 1/2/13
EXHIBIT B

ARLINGTON COUNTY SPECIFICATIONS AND SCOPE OF WORK

GENERAL DESCRIPTION OF SERVICES FOR ARLINGTON COUNTY

The Contractor shall develop, sustain and strengthen a Recovery Community Support Program at a location within Arlington County that will successfully integrate individuals into the Arlington community and fulfills the County’s requirements and expectations. The Recovery Center will serve as a complement to traditional mental health programs, helping to create an individualized program that gives each person the best chance of success with the correct mix of intervention models. This new Recovery Center will be a focal point from which individuals can build on their strengths and assets to grow in their recovery. Recovery Center staff will honor the dignity and worth of each person and seek to build up their self-esteem, confidence and emotional strength. Mutual support and respect is at the heart of our work, and we promote a self-directed recovery journey.

CONTRACTORS RESPONSIBILITIES

The Contractor shall:

- Operate the Recovery Center, 4 days per week, and 5 hours per day at a location determined by the Behavioral Healthcare Division, Arlington County Community Services Board.
- Conduct promotion and community outreach
- Create marketing tools
- Hire appropriate staff, including employees, interns and volunteers
- Ensure HR, Accounting, payroll and policies and procedures are in place for the new project
- Prepare the center for opening
- Open center and hold community meeting to establish center name
- Establish and cultivate partnerships
- Train staff
- Track necessary information for reporting purposes
- Conduct ongoing membership surveys and refine program services and policies as needed based on feedback
- Meet with Behavioral Healthcare, Community Services Board Project Officer as needed, but at least quarterly
- Develop and maintain a collaborative, partnership with Arlington County Department of Human Services and the project officer.
THE PROGRAM SHALL CONSIST AS FOLLOWS:

- Provide daily lunch
- Implement computer training and resource room
- Facilitate peer support and Dual Recovery Anonymous (DRA) groups
- Provide Wellness Recovery Action Plan (WRAP) Groups
- Initiate Crisis Support
- Conduct One-on-One Peer Counseling
- Provide a safe environment for clients.
- Conduct recreational activities and events

DATA AND REPORTING REQUIREMENTS

The Contractor shall submit the following contract performance data on a quarterly basis, not later than 15 days following the end of each fiscal quarter.

Program Statistical Report

- Number of days operating
- Number of unique individuals served
- Number of duplicate individuals receiving Emotional Supports (Peer Mentoring, Peer-Led Groups)
- Number of duplicate individuals receiving Informational Supports (Knowledge and information, i.e. computer training)
- Number of duplicate individuals receiving Instrumental Supports (Basic needs met and other resources provided)
- Number of duplicate individuals receiving Affiliational Supports (Being part of our community, learning social skills)

Program Narrative Report

- The contractor shall submit a quarterly narrative report highlighting any Program, Staffing and Administrative changes to the Project Officer.

Program Satisfaction Survey

- The contractor shall submit a satisfaction survey at the end of the first quarter of 2013.

Budget Report

- The contractor will submit quarterly budget reports or reports more often if requested by the CSB on the fifteenth of each month after the end of each quarter. The allocations in the budget are subject to the approval of the County Project Officer.
CONTRACT AMOUNT PAYMENTS

The Contract Amount is paid, in advance, on a pro-rata quarterly basis (covering January 1 - March 31, April 1 – June 30, July 1 – September 30, and October 1 – December 31). Payment is made by the County to the Contractor by January 15, April 15, July 15, and October 15, as applicable. Any sums not expended or not due or owing as a result of a termination or expiration of this Agreement or of the Fairfax County, Virginia contract shall be returned (refunded) to the County within fifteen (15) days after the date of any termination or expiration, as applicable. Reconciliation is required to be completed by June 30. Any sums paid by the County which are not supported by a corresponding expenditure documented by the Contractor and approved in advance by the County Project Officer ("reconciliation") shall be promptly reimbursed by the Contractor to the County within fifteen (15) days of a request for reimbursement by the County.

Additional Terms for the Initial Contract Term:

The payment schedule is as follows:

Upon execution of this Agreement: $35,989

April 15, 2013: $35,989

Any sums not expended or not due or owing as a result of a termination or expiration of this Agreement or of the Fairfax County, Virginia contract shall be returned (refunded) to the County within fifteen (15) days after the date of this Agreement’s termination or expiration, as applicable.

Reconciliation is required to be completed June 30, 2013. Any sums paid by the County which are not supported by a corresponding expenditure documented by the Contractor and/or approved in advance by the County Project Officer ("reconciliation") shall be promptly reimbursed by the Contractor to the County by July 15, 2013.
### EXHIBIT C

EXEMPLAR BUDGET FORM

Budget (6 month and 1 year)

<table>
<thead>
<tr>
<th></th>
<th>(proposed) January 2013 - June 2013</th>
<th>(projected) July 2013 - June 2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personnel</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Salaries</td>
<td>32,294</td>
<td>64,588</td>
</tr>
<tr>
<td>Benefits</td>
<td>4,844</td>
<td>9,688</td>
</tr>
<tr>
<td>Subtotal Personnel</td>
<td></td>
<td>37,138</td>
</tr>
<tr>
<td>Non-Personnel Expenses</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Food for Program Meals</td>
<td>1,650</td>
<td>3,300</td>
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<tr>
<td>Supplies for Program Meals</td>
<td>900</td>
<td>1,800</td>
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<tr>
<td>Recreational Program Expenses</td>
<td>600</td>
<td>1,200</td>
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<tr>
<td>Professional Services Contracted Intern Contractor Stipends</td>
<td>1,218</td>
<td>2,436</td>
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<tr>
<td>Payroll Processing</td>
<td>5,400</td>
<td>2 Interns</td>
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<tr>
<td>Office Supplies</td>
<td>900 Paychex</td>
<td>1,800</td>
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<tr>
<td>Office Supplies</td>
<td>1,200</td>
<td>2,400</td>
</tr>
<tr>
<td>Publications/Subscriptions/Memberships</td>
<td>100</td>
<td>Annual Holiday Parties/Special Events</td>
</tr>
<tr>
<td>Food and Beverage for Special Events</td>
<td>210</td>
<td>420</td>
</tr>
<tr>
<td>Postage and Delivery</td>
<td>180</td>
<td>360</td>
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<tr>
<td>Printing and Duplication</td>
<td>550</td>
<td>Printing Educational, Promotion, and Fundraising Materials</td>
</tr>
<tr>
<td>Training/Conferences</td>
<td>100</td>
<td>VOCAL/NAMI Conferences/Board Training/Strategic Planning/CPR/Peer Specialist Training</td>
</tr>
<tr>
<td>Internet/Phone/Cable/Utilities</td>
<td>3,000</td>
<td>6,000</td>
</tr>
<tr>
<td>Description</td>
<td>Amount 1</td>
<td>Amount 2</td>
</tr>
<tr>
<td>----------------------------------</td>
<td>-----------</td>
<td>----------</td>
</tr>
<tr>
<td>Rent</td>
<td>12,000</td>
<td>24,000</td>
</tr>
<tr>
<td>Travel Reimbursements</td>
<td>750</td>
<td>1,500</td>
</tr>
<tr>
<td>IT Supplies and Equipment</td>
<td>750</td>
<td>1,500</td>
</tr>
<tr>
<td><strong>Total Direct Non-Personnel Expenses</strong></td>
<td><strong>29,508</strong></td>
<td><strong>59,016</strong></td>
</tr>
<tr>
<td>Total Personnel (from above)</td>
<td>37,138</td>
<td>74,276</td>
</tr>
<tr>
<td>Indirect Expense (8% Overhead)</td>
<td>5,332</td>
<td>10,663</td>
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<tr>
<td><strong>Total Expense</strong></td>
<td><strong>71,977</strong></td>
<td><strong>143,955</strong></td>
</tr>
</tbody>
</table>
AMENDMENT NO. 3

JUN 25 2013

CONTRACT TITLE: Peer-Run Recovery Center & Services

CONTRACTOR
Recovery Program Solutions of Virginia
8814 Dina Leigh Court
Springfield, VA 22153

SUPPLIER CODE
1000018054

CONTRACT NO.
4400002441

By mutual agreement, Contract 4400002441 is renewed for one year effective July 1, 2013 through June 30, 2014, at existing prices, terms and conditions.

ACCEPTANCE:

BY: Lisa Goodwin
(Signature)

President
(Title)

Lisa Goodwin
(Printed)
6.19.13
(Date)

Mary R. McNab
Cathy A. Muse, CPPO
Director/County Purchasing Agent

DISTRIBUTION
Contractor
DPSM – Contract Specialist – Linda Williams
DAHS – Contracts – Candace Butler/e

Dept. of Finance – Accounts Payable/e
CSB – Dave Mangano/e
DAHS – Procurement - Patty Holman/e

Department of Purchasing & Supply Management
12000 Government Center Parkway, Suite 427
Fairfax, VA 22035-0013
Website: www.fairfaxcounty.gov/dpsm
Phone 703-324-3201, TTY: 1-800-828-1140, Fax: 703-324-3228